

# DBS Protection Policy



## 1. Purpose

HOPS is committed to ensuring all staff and volunteers recruited are competent and appropriate for the role to which they are appointed. To this end, HOPS will ensure that all staff undergo an enhanced DBS check as a condition of appointment.

## 2. Policy

HOPS will apply for DBS checks as soon as a staff member, paid or unpaid, over 16 years of age, has been offered a job and **before** they commence work, with the children.

Because DBS checks are often subject to delay, we **may** allow staff to work before the DBS check is received provided that we have obtained appropriate references and the person has completed the DBS Application either on line or paper form. In the case of posts involving direct contact with young people this should not be unsupervised and must take place in the presence of other staff or in public places until a DBS record is returned.

Previous DBS checks are not accepted as valid by HOPS unless the staff member has signed up to the updates service and supplies HOPS with the reference code to access the DBS up date records check.

As a requirement of a reference we will request that Referees declare any knowledge that might give reason for a job applicant to be excluded from working with children or young people.

DBS checks for existing staff and volunteers will require renewal every ~~five~~—three years. At which time all paid staff will be encouraged to sign up to the update service. Trustees will be expected to sign up to the update service in line with Ofsted requirements.

It is the responsibility of each individual to sign up to the update service within 19 days of receiving their DBS.

## 3. Paying for DBS

HOPS will pay for the first DBS check on entering recruitment to the charity. If a DBS full check needs to be repeated in 3 years the HOPS will reclaim this payment from the staff member.

Paid staff are expected to pay for the update service themselves.

Volunteers and Trustees have the option to claim the "Update Service Fee" back from HOPS if it can be proven the DBS is for the sole purpose of HOPS.

## 4. Verification

Regular reports to the Management Committee,

This policy was adopted by: HOPS	Date 08.03.2017
To be reviewed Annually	Signed: